

March 19, 2021

DR. EDGARDO E. TULIN

President, Visayas State University
Baybay City, Leyte

Dear Dr. Tulin,

Greetings!

I am writing this application as show of my interest in applying **Administrative Aide I (Utility Working I)** in your office. I enclose my resume for your references. Currently, I am working at LGU Baybay City since August 2017. I am currently assign as one of the staff at the City Administrator's Office headed by Mr. Deogracias E. Pernitez.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for an office with a great reputation.

In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities. If you have any further questions or require any additional documentation. I'm willing to provide further information about my background and to have/undergo an interview.

Thank you for your time and consideration.

Respectfully,

LADY DIANE Y. VEGA

Applicant